



# Supplier Portal

2017-06-07



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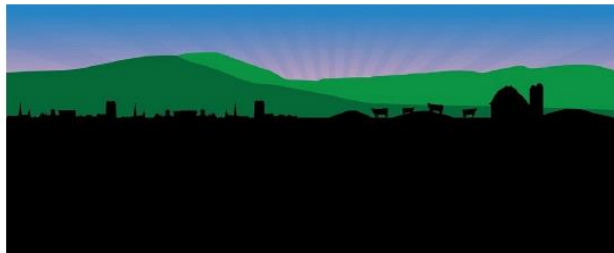
# 1 Utilizing Supplier Portal

## 1.1 Supplier Portal

### Supplier Portal

**Objectives:**

- Understand how to use Supplier Portal.
- See how to register as a Supplier.
- Practice navigating the Supplier Portal.





## 1.2 How to Register as a Supplier

### 1.2.1 How to Register as a Supplier

#### How to Register as a Supplier

Follow the demonstration below to review how to register on the Supplier Portal.



Demo

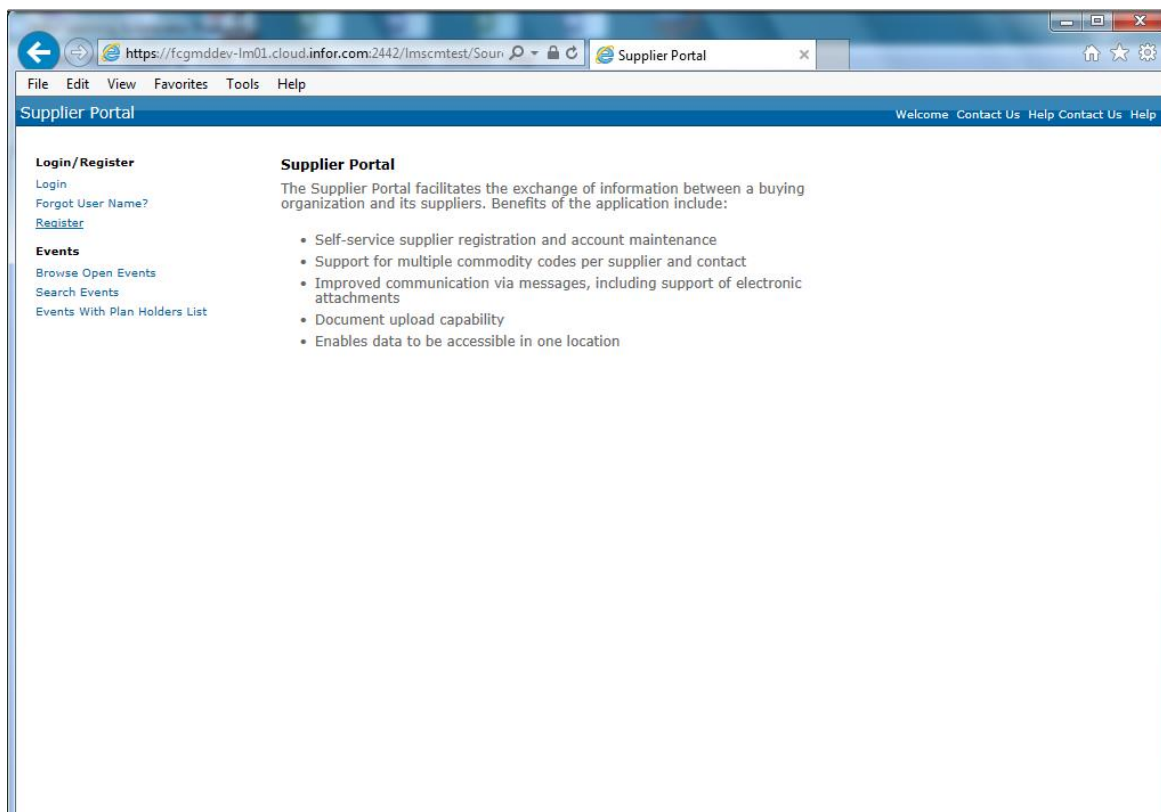


Practice

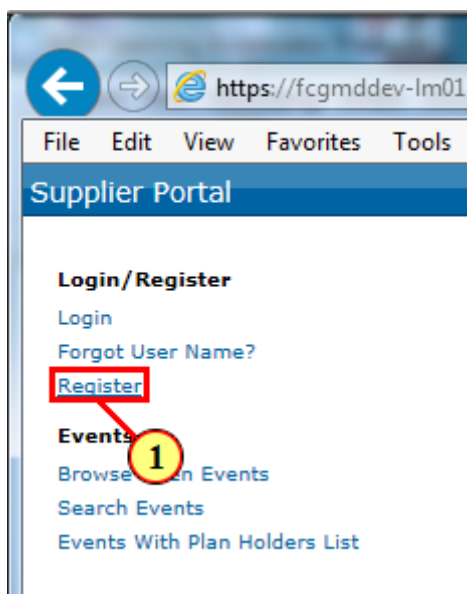


Document

## 1.2.2 How to Register as a Supplier



This topic will demonstrate how to register as a supplier on Supplier Portal.





## 1. Click **Register**.

### **Supplier Portal**

#### Supplier Registration - Terms And Conditions

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes >  
Proxy Notifications > Status

Read the Terms and Conditions for doing business with this organization. To proceed with registration, you must accept the Terms and Conditions.

terms  
☐ \* Accept Terms and Conditions

2

Continue Cancel

## 2. Click **Accept Terms and Conditions**.

### **Supplier Portal**

#### Supplier Registration - Terms And Conditions

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes >  
Proxy Notifications > Status

Read the Terms and Conditions for doing business with this organization. To proceed with registration, you must accept the Terms and Conditions.

terms  
☒ \* Accept Terms and Conditions

Continue 3

## 3. Click **Continue**.



## infor Supplier Portal

### Supplier Registration - Contact Information

Terms And Conditions > **Contact Information** > Company Information > Diversity Codes > Questions > Commodity Codes >  
Proxy Notifications > Status

Enter the login and primary contact information for your business.

#### Become A Supplier - Create An Account

\* User Name   
\* Password   
\* Confirm Password

#### Enter Information About Yourself

Title   
\* First Name   
\* Last Name   
\* Phone Number   Ext  (international prefix, phone number, extension)  
Mobile Phone   Ext  (international prefix, phone number, extension)  
Fax Number   Ext  (international prefix, fax number, extension)  
\* Email Address  You will be set to receive email notifications; use update account information to change flag

Don't have an email address? Create one here: [Create Email Address](#).

\* = Required



## Enter Contact Information

## infor Supplier Portal

### Supplier Registration - Contact Information

Terms And Conditions > **Contact Information** > Company Information >  
Proxy Notifications > Status

Enter the login and primary contact information for your business.

#### Become A Supplier - Create An Account

\* User Name  x  
\* Password   
\* Confirm Password

4

4. The **User Name** field is filled out.


## **infor** Supplier Portal

### Supplier Registration - Contact Information

Terms And Conditions > **Contact Information** > Company Information  
Proxy Notifications > Status

Enter the login and primary contact information for your business.

#### Become A Supplier - Create An Account

\* User Name   
\* Password   **5**  
\* Confirm Password

5. The **Password** is entered.


**infor** Supplier Portal

### Supplier Registration - Contact Information

Terms And Conditions > **Contact Information** > Company Information  
Proxy Notifications > Status

Enter the login and primary contact information for your business.

#### Become A Supplier - Create An Account

\* User Name   
\* Password   
\* Confirm Password   **6**

6. The **Confirm Password** field is entered.





## **infor** Supplier Portal

### Supplier Registration - Contact Information

[Terms And Conditions](#)[Contact Information](#)[Company Information](#)[Proxy Notifications](#)[Status](#)

Enter the login and primary contact information for your business.

#### Become A Supplier - Create An Account

\* User Name

\* Password

\* Confirm Password

#### Enter Information About Yourself

Title

\* First Name

\* Last Name

\* Phone Number   Ext

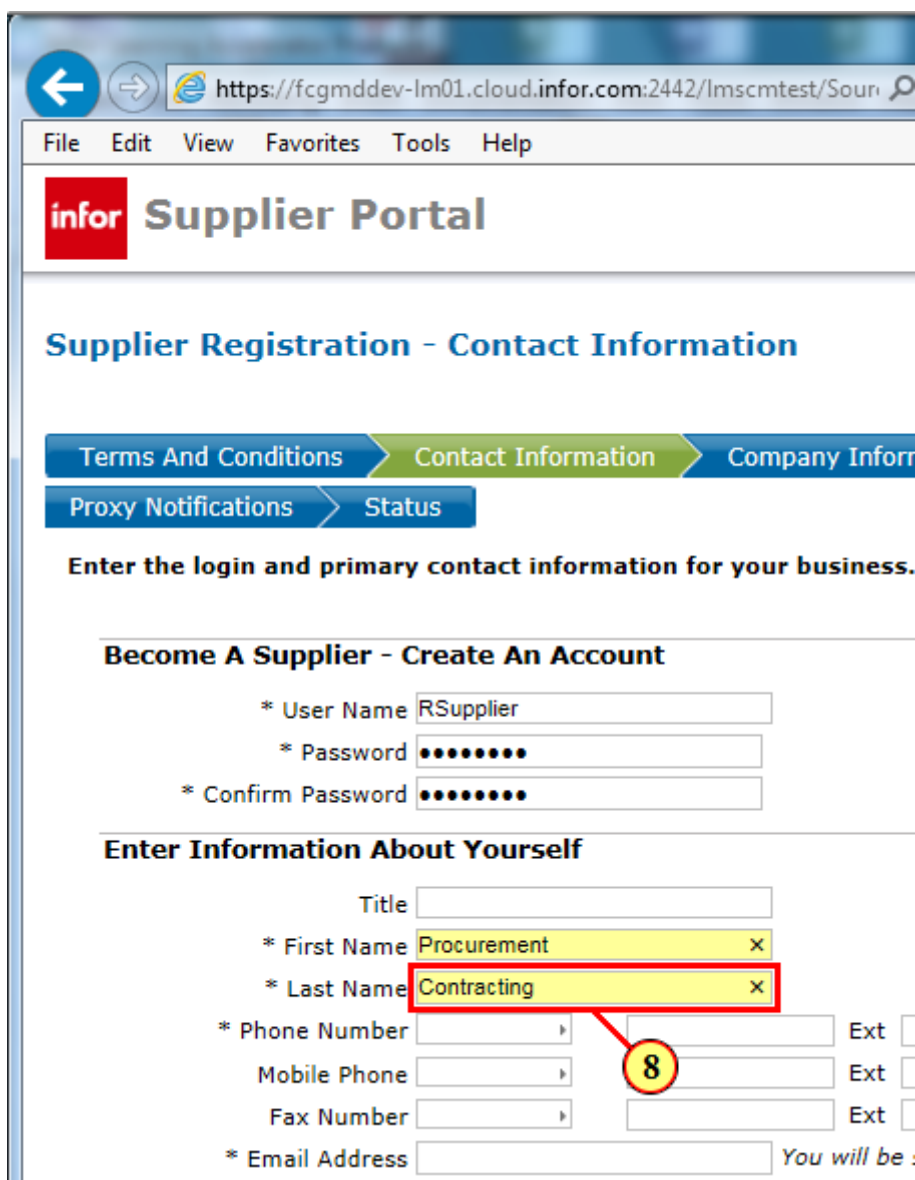
Mobile Phone   Ext

Fax Number   Ext

\* Email Address  *You will be set to receive emails at this address.*

Don't have an email address? Create one here: [Create Email](#)

7. The **First Name** field is filled out.



← → <https://fcgmddev-lm01.cloud.infor.com:2442/lmscmtest/Sour>

File Edit View Favorites Tools Help

**infor Supplier Portal**

### Supplier Registration - Contact Information

Terms And Conditions **Contact Information** Company Information  
Proxy Notifications Status

Enter the login and primary contact information for your business.

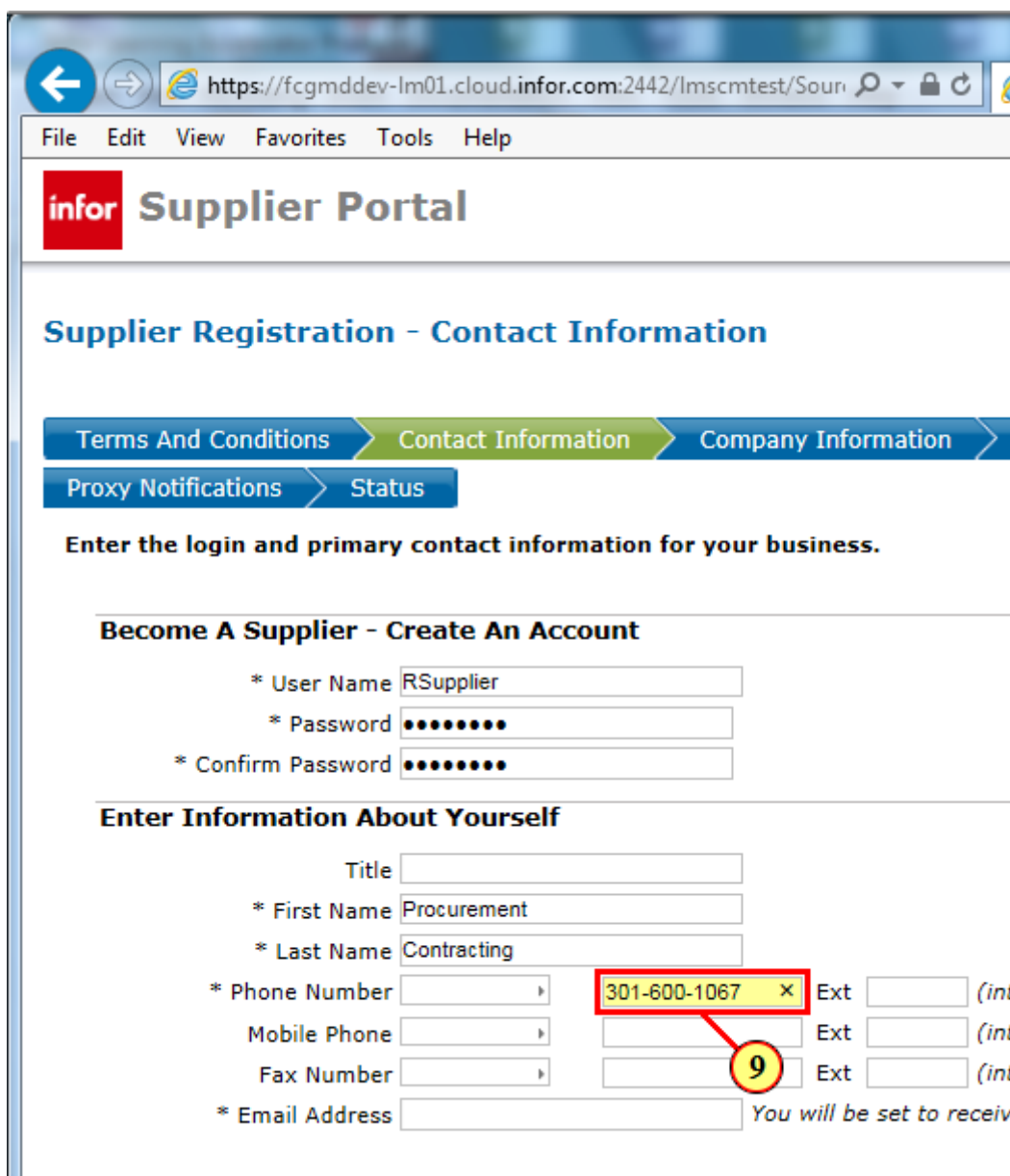
#### Become A Supplier - Create An Account

\* User Name   
\* Password   
\* Confirm Password

#### Enter Information About Yourself

Title   
\* First Name  x  
\* Last Name  x  
\* Phone Number  Ext   
Mobile Phone  Ext   
Fax Number  Ext   
\* Email Address  You will be :

8. The **Last Name** field is filled out.



https://fcgmddev-lm01.cloud.infor.com:2442/lmscmtest/Sour

File Edit View Favorites Tools Help

**infor Supplier Portal**

**Supplier Registration - Contact Information**

Terms And Conditions Contact Information Company Information

Proxy Notifications Status

Enter the login and primary contact information for your business.

**Become A Supplier - Create An Account**

\* User Name

\* Password

\* Confirm Password

**Enter Information About Yourself**

Title

\* First Name

\* Last Name

\* Phone Number  Ext

Mobile Phone  Ext

Fax Number  Ext

\* Email Address  You will be set to receive

9. The **Phone Number** field is filled out.



Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes >  
Proxy Notifications > Status

Enter the login and primary contact information for your business.

#### Become A Supplier - Create An Account

\* User Name   
\* Password   
\* Confirm Password

#### Enter Information About Yourself

Title   
\* First Name   
\* Last Name   
\* Phone Number  Ext  (international prefix, phone number, extension)  
Mobile Phone  Ext  (international prefix, phone number, extension)  
Fax Number  Ext  (international prefix, fax number, extension)  
\* Email Address  You will be set to receive email notifications; use update account information to change flag

Don't have an email address? Create one here: [Create Email Address](#)

## 10. The Email Address field is filled out.

### Supplier Registration - Contact Information

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes >  
Proxy Notifications > Status

Enter the login and primary contact information for your business.

#### Become A Supplier - Create An Account

\* User Name   
\* Password   
\* Confirm Password

#### Enter Information About Yourself

Title   
\* First Name   
\* Last Name   
\* Phone Number  Ext  (international prefix, phone number, extension)  
Mobile Phone  Ext  (international prefix, phone number, extension)  
Fax Number  Ext  (international prefix, fax number, extension)  
\* Email Address  You will be set to receive email notifications; use update account information to change flag

Don't have an email address? Create one here: [Create Email Address](#)

\* = Required

[Back](#)

[Continue](#) 11

## 11. Click Continue.



## **infor** Supplier Portal

### Supplier Registration - Company Information

Terms And Conditions > Contact Information > **Company Information** > Diversity Codes > Questions  
Proxy Notifications > Status

Enter your company information.

#### Company Information

\* Company Name  Doing Business As   
Dun And Bradstreet  Business Type   
\* Tax Id Type    
\* Tax Id  Include '-' Characters. Example: 12- 3456789  
Website



### Enter Company Information

## **infor** Supplier Portal

### Supplier Registration - Company Information

Terms And Conditions > Contact Information > **Company Information** > Diversity Codes > Questions  
Proxy Notifications > Status

Enter your company information.

#### Company Information

\* Company Name  Doing Business As   
Dun And Bradstreet  Business Type   
\* Tax Id Type    
\* Tax Id  Include '-' Characters. Example: 12- 3456789  
Website

12. The **Company Name** field is filled out.



## infor Supplier Portal

### Supplier Registration - Company Information

Terms And Conditions > Contact Information > **Company Information** > Diversity Codes > Questions >  
Proxy Notifications > Status

Enter your company information.

#### Company Information

\* Company Name  x Doing Business As   
Dun And Bradstreet  Business Type   
\* Tax Id Type   
\* Tax Id  Include '-' Characters. Example: 12- 3456789  
Website

13. Click .

## infor Supplier Portal

### Supplier Registration - Company Information

Terms And Conditions > Contact Information > **Company Information** > Diversity Codes > Questions >  
Proxy Notifications > Status

Enter your company information.

#### Company Information

\* Company Name  Doing Business As   
Dun And Bradstreet  Business Type   
\* Tax Id Type   
\* Tax Id  Include '-' Characters. Example: 12- 3456789  
Website

14. Click the entry **Federal Tax Id** to select it.



## Supplier Registration - Company Information

Terms And Conditions > Contact Information > **Company Information** > Diversity Codes > Questions  
Proxy Notifications > Status

Enter your company information.

### Company Information

\* Company Name  Doing Business As   
Dun And Bradstreet  Business Type   
\* Tax Id Type   
\* Tax Id  **15** Characters. Example: 12- 3456789  
Website

15. The **Tax Id** field is filled out.

### Address Information

Mailing address		Remit to name and address	
* * Address Line 1	<input type="text" value="12 East Church Street"/> <b>16</b>	Remit To First Name	<input type="text"/>
Address Line 2	<input type="text"/>	Remit To Last Name	<input type="text"/>
Address Line 3	<input type="text"/>	<input type="checkbox"/> Check If Remit To Address Is The Same As Mailing Address	
Address Line 4	<input type="text"/>	Address Line 1	<input type="text"/>
* * City	<input type="text"/>	Address Line 2	<input type="text"/>
* * State Province	<input type="text"/>	Address Line 3	<input type="text"/>
* * Postal Code	<input type="text"/>	Address Line 4	<input type="text"/>
County	<input type="text"/>	City	<input type="text"/>
* * Country	<input type="text"/>	State Province	<input type="text"/>
		Postal Code	<input type="text"/>
		County	<input type="text"/>
		Country	<input type="text"/>

\* = Required

[Back](#)

[Continue](#) [Cancel](#)

16. The **Address Line 1** field is filled out.



**Address Information**

**Mailing address**

\* \* Address Line 1 12 East Church Street x  
Address Line 2  
Address Line 3  
Address Line 4

\* \* City Frederick x  
\* \* State Province  
\* \* Postal Code 17  
County  
\* \* Country

\* = Required

**Remit to name and address**

Remit To First Name  
Remit To Last Name  
☐ Check If Remit To Address Is The Same As Mailing Address

Address Line 1  
Address Line 2  
Address Line 3  
Address Line 4  
City  
State Province  
Postal Code  
County  
Country

[Back](#) [Continue](#) [Cancel](#)

## 17. Enter the City.

**Address Information**

**Mailing address**

\* \* Address Line 1 12 East Church Street  
Address Line 2  
Address Line 3  
Address Line 4

\* \* City Frederick x  
\* \* State Province  
\* \* Postal Code  
County  
\* \* Country 18

\* = Required

**Remit to name and address**

Remit To First Name  
Remit To Last Name  
☐ Check If Remit To Address Is The Same As Mailing Address

Address Line 1  
Address Line 2  
Address Line 3  
Address Line 4  
City  
State Province  
Postal Code  
County  
Country

[Back](#) [Continue](#) [Cancel](#)

## 18. Click .





← → <https://fcgmddev-lm01.cloud.infor.com:2442/lmscmtest/Source>

File Edit View Favorites Tools Help

Proxy Notifications > Status

**Enter your company information.**

---

**Company Information**

\* Company Name  Doi

Dun And Bradstreet

\* Tax Id Type  ▼

\* Tax Id  Include '-' Characters.

Website

---

**Address Information**

\* \* Address Line 1

Address Line 2

Address Line 3

Address Line 4

\* \* City

\* \* State Province

\* \* Postal Code

County

\* \* Country

Remit

Remi

Andorra

United Arab Emirates

Afghanistan

Antigua & Barbuda

Anguilla

Albania

Armenia

Netherlands Antilles

Angola

Antarctica

Argentina

American Samoa

Austria

Australia

Aruba

Azerbaijan

Bosnia and Herzegovina

Barbados

Bangladesh

Belgium

Burkina Faso

Bulgaria

Bahrain

Burundi

Benin

Bermuda

Brunei Darussalam

Bolivia

Brazil

Back

Select **United States of America**.

← → <https://fcgmddev-lm01.cloud.infor.com:2442/lmscmtest/Source>

File Edit View Favorites Tools Help

Proxy Notifications > Status

**Enter your company information.**

---

**Company Information**

\* Company Name  D

Dun And Bradstreet

\* Tax Id Type  ▼

\* Tax Id  Include '-' Characters

Website

---

**Address Information**

\* \* Address Line 1

Address Line 2

Address Line 3

Address Line 4

\* \* City

\* \* State Province

\* \* Postal Code

County

\* \* Country

Country

San Tome & Principe

El Salvador

Syrian Arab Republic

Swaziland

Turks & Caicos Islands

Chad

French Southern Territories

Togo

Thailand

Tajikistan

Tokelau

Turkmenistan

Tunisia

Tonga

East Timor

Turkey

Trinidad & Tobago

Tuvalu

Taiwan, Province of China

United Republic of Tanzania

Ukraine

Uganda

United States Minor Outlying I

**United States of America**

Uruguay

Uzbekistan

Vatican City State

St. Vincent & the Grenadines

Venezuela

British Virgin Islands

United States Virgin Islands

Rem

Rem

Back

19

19. Clicking the entry **United States of America** selects it.



← → https://fcgmddev-lm01.cloud.infor.com:2442/lmscr

File Edit View Favorites Tools Help

Proxy Notifications > Status

**Enter your company information.**

---

**Company Information**

\* Company Name

Dun And Bradstreet

\* Tax Id Type  ▼

\* Tax Id  Include'

Website

---

**Address Information**

**Mailing address**

\* \* Address Line 1

Address Line 2

Address Line 3

Address Line 4

\* \* City

\* \* State Province  ▼

\* \* Postal Code

County

\* \* Country  ▼

20. The **State Province** field is filled out.



← → https://fcgmddev-lm01.cloud.infor.com:2442/lmscmtest

File Edit View Favorites Tools Help

Proxy Notifications > Status

**Enter your company information.**

---

**Company Information**

\* Company Name

Dun And Bradstreet

\* Tax Id Type  ▼

\* Tax Id  Include '-' 'Ch'

Website

---

**Address Information**

**Mailing address**

\* \* Address Line 1

Address Line 2

Address Line 3

Address Line 4

\* \* City

\* \* State Province  ▼

\* \* Postal Code  x

County

\* \* Country  America ▼

21. Enter the **Postal Code**.



#### Address Information

**Mailing address**

\* \* Address Line 1 12 East Church Street  
Address Line 2  
Address Line 3  
Address Line 4

\* \* City Frederick  
\* \* State Province MD  
\* \* Postal Code 21701  
County  
\* \* Country United States of America

**Remit to name and address**

Remit To First Name  
Remit To Last Name

☐ Check If Remit To Address Is The Same As Mailing Address

Address Line 1  
Address Line 2  
Address Line 3  
Address Line 4

City  
State Province  
Postal Code  
County  
Country

\* = Required

Back

Continue

Cancel

22. Click **Check If Remit To Address Is The Same As Mailing Address**.

https://fcgmddev-lm01.cloud.infor.com:2442/lmsctest/Soun... Supplier Registration - Com...

File Edit View Favorites Tools Help  
Proxy Notifications Status

Enter your company information.

**Company Information**

\* Company Name Frederick County Doing Business As  
Dun And Bradstreet Business Type  
\* Tax Id Type Federal Tax Id  
\* Tax Id 12-3456789 Include '-' Characters. Example: 12- 3456789  
Website

**Address Information**

**Mailing address**

\* \* Address Line 1 12 East Church Street  
Address Line 2  
Address Line 3  
Address Line 4

\* \* City Frederick  
\* \* State Province MD  
\* \* Postal Code 21701  
County  
\* \* Country United States of America

**Remit to name and address**

Remit To First Name  
Remit To Last Name

☐ Check If Remit To Address Is The Same As Mailing Address

Address Line 1  
Address Line 2  
Address Line 3  
Address Line 4

City  
State Province  
Postal Code  
County  
Country

\* = Required

Back Continue Cancel

23 85%

23. Click **Continue**.



## infor Supplier Portal

### Supplier Registration - Questions

- Terms And Conditions
- Contact Information
- Company Information
- Diversity Codes
- Questions
- Commodity Codes
- Proxy Notifications
- Status

Answer the following questions related to your company. An \* indicates a required field.

1. Have you completed and attached the W-9 form?

[fw9.pdf](#)

Answer ☐

Attach document  Browse...

2. Would you like to receive your emails electronically via email? If so, please enter your companies email address for us to send your orders to in the text box below.

Purchase orders will be viewable on the supplier portal once they are issued.

Remember Purchase orders are required for payment processing.

Answer ☐

Back

Continue

Cancel



## Complete the Questions

## infor Supplier Portal

### Supplier Registration - Questions

- Terms And Conditions
- Contact Information
- Company Information
- Diversity Codes
- Questions
- Commodity Codes
- Proxy Notifications
- Status

Answer the following questions related to your company. An \* indicates a required field.

1. Have you completed and attached the W-9 form?

[fw9.pdf](#)

Answer ☒

Attach document  Browse...

2. Would you like to receive your emails electronically via email? If so, please enter your companies email address for us to send your orders to in the text box below.

Purchase orders will be viewable on the supplier portal once they are issued.

Remember Purchase orders are required for payment processing.

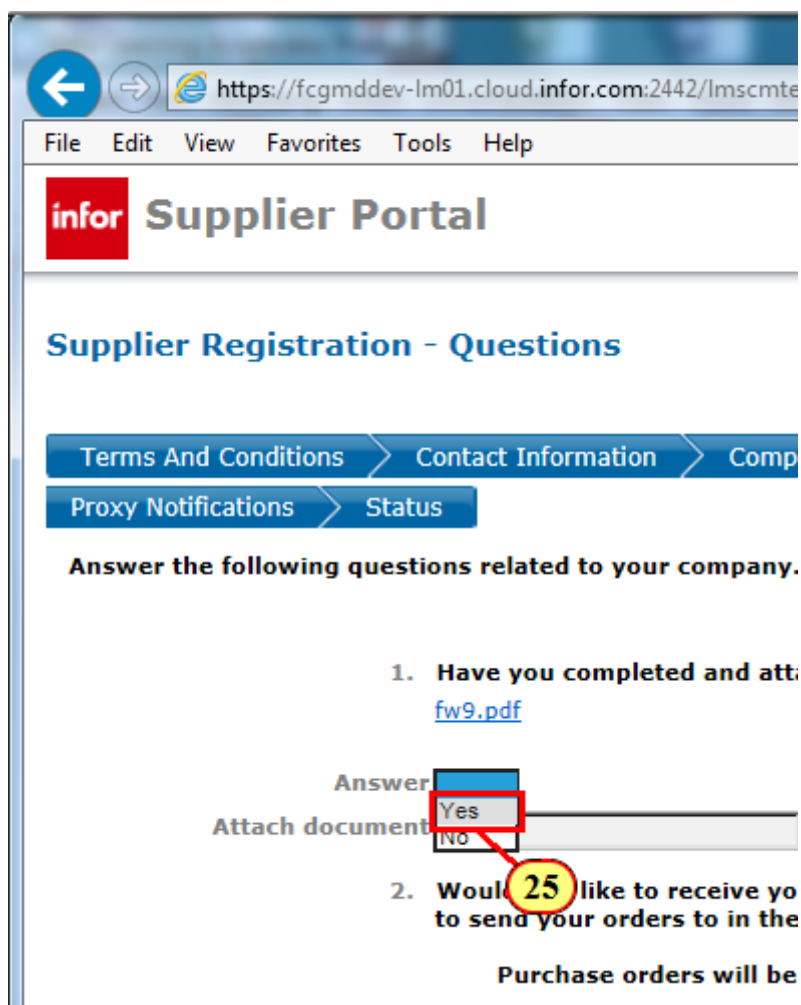
Answer ☐

Back

Continue

Cancel

24. Click ☒.



https://fcgmddev-lm01.cloud.infor.com:2442/lmscmte

File Edit View Favorites Tools Help

**infor Supplier Portal**

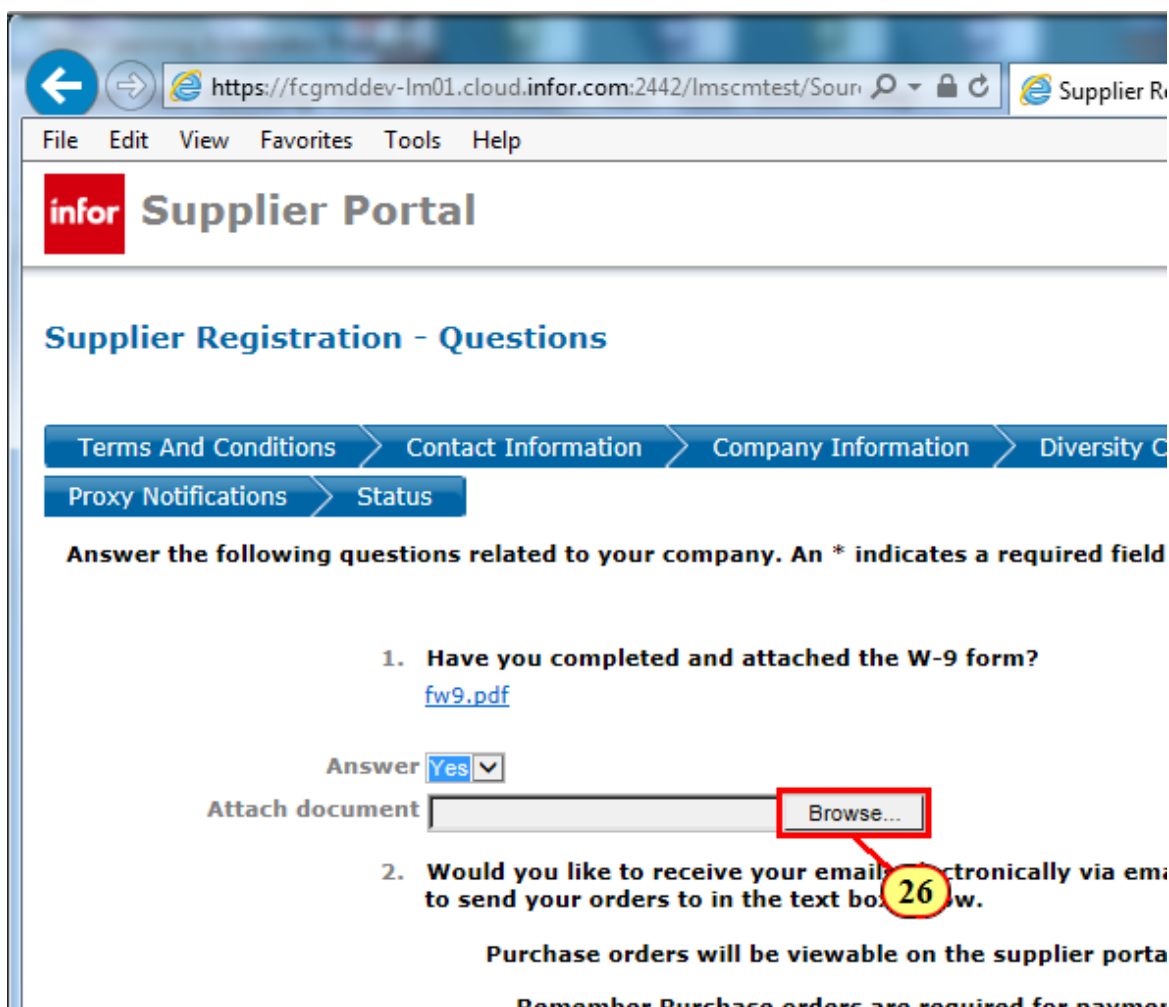
### Supplier Registration - Questions

Terms And Conditions > Contact Information > Comp  
Proxy Notifications > Status

**Answer the following questions related to your company.**

1. Have you completed and att: [fw9.pdf](#)  
Answer: ☐ Yes ☐ No  
Attach document
2. Would you like to receive yo to send your orders to in the  
Purchase orders will be

25. Clicking the entry **Yes** selects it.



Supplier Portal

## Supplier Registration - Questions

Terms And Conditions > Contact Information > Company Information > Diversity C  
Proxy Notifications > Status

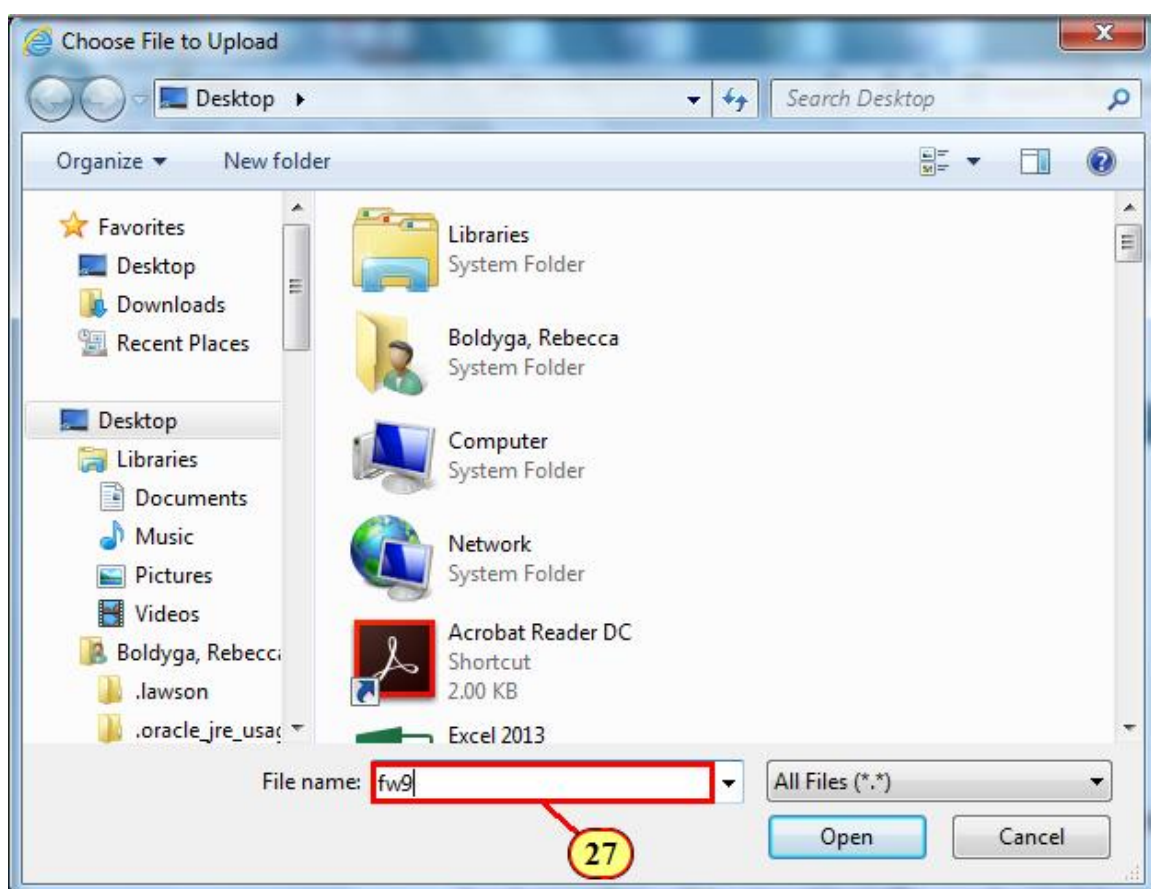
Answer the following questions related to your company. An \* indicates a required field

1. Have you completed and attached the W-9 form?  
[fw9.pdf](#)  
Answer Yes ▾  
Attach document  Browse...  
2. Would you like to receive your email electronically via email?  
to send your orders to in the text box below.

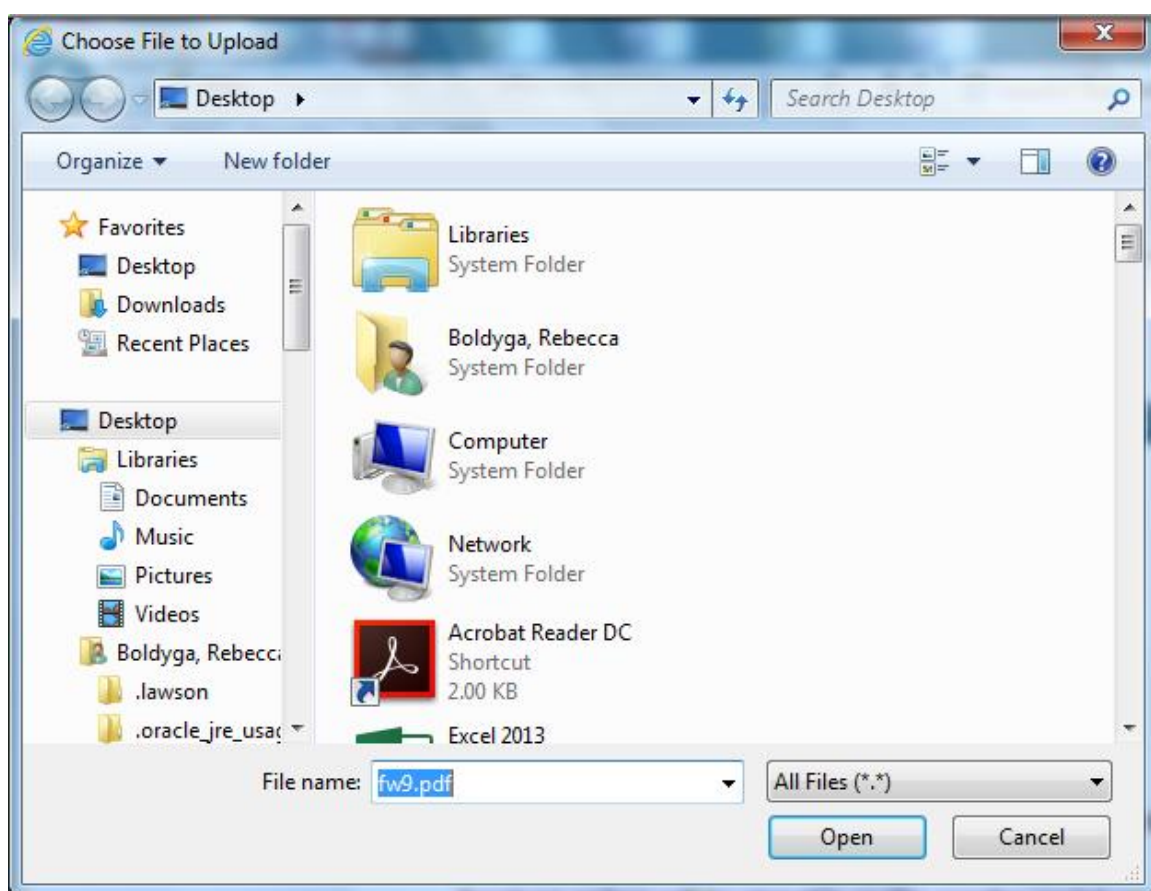
Purchase orders will be viewable on the supplier portal  
Remember Purchase orders are required for payment

26. Click **Browse**.





27. The **File name** field is filled out.



**Enter** is now pressed.



## **infor** Supplier Portal

### Supplier Registration - Questions

- Terms And Conditions > Contact Information > Company Information > Diversity Codes > **Questions** > Commodity Codes
- Proxy Notifications > Status

Answer the following questions related to your company. An \* indicates a required field.

1. Have you completed and attached the W-9 form?

[fw9.pdf](#)

Answer **Yes** ▼

Attach document C:\Users\RBoldyga\Desktop\fw9.pdf Browse...

2. Would you like to receive your emails electronically via email? If so, please enter your companies email address for us to send your orders to in the text box below.

Purchase orders will be viewable on the supplier portal once they are issued.

Remember Purchase orders are required for payment processing.

Answer ☒ **Yes** ▼

28

Back

Continue

Cancel

28. Click .

## **infor** Supplier Portal

### Supplier Registration - Questions

- Terms And Conditions > Contact Information > Company Information > Diversity Codes > **Questions** > Commodity Codes
- Proxy Notifications > Status

Answer the following questions related to your company. An \* indicates a required field.

1. Have you completed and attached the W-9 form?

[fw9.pdf](#)

Answer **Yes** ▼

Attach document C:\Users\RBoldyga\Desktop\fw9.pdf Browse...

2. Would you like to receive your emails electronically via email? If so, please enter your companies email address for us to send your orders to in the text box below.

Purchase orders will be viewable on the supplier portal once they are issued.

Remember Purchase orders are required for payment processing.

Answer **Yes** ▼

**Yes**

29

Back

Continue

Cancel

29. Clicking the entry **Yes** selects it.



Supplier Registration - Questions

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Comm

Proxy Notifications > Status

Answer the following questions related to your company. An \* indicates a required field.

1. Have you completed and attached the W-9 form?  
[fw9.pdf](#)

Answer Yes

Attach document C:\Users\RBoldyga\Desktop\fw9.pdf Browse...

2. Would you like to receive your emails electronically via email? If so, please enter your contact information to send your orders to in the text box below.

Purchase orders will be viewable on the supplier portal once they are issued.

Remember Purchase orders are required for payment processing.

Answer Yes

Orders@frederickcountymd.gov

30

Back

30. The **Answer** field is filled out.



Supplier Registration - Questions

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes

Proxy Notifications > Status

Answer the following questions related to your company. An \* indicates a required field.

1. Have you completed and attached the W-9 form?  
[fw9.pdf](#)

Answer Yes

Attach document C:\Users\RBoldyga\Desktop\fw9.pdf Browse...

2. Would you like to receive your emails electronically via email? If so, please enter your companies email address for us to send your orders to in the text box below.

Purchase orders will be viewable on the supplier portal once they are issued.

Remember Purchase orders are required for payment processing.

Answer Yes

Orders@frederickcountymd.gov

Back Continue Cancel

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85%

31. Click **Continue**.

Supplier Registration - Commodity Codes

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes

Proxy Notifications > Status

Select the commodity codes for which you want to get future bid notifications.

Selected Commodity Codes

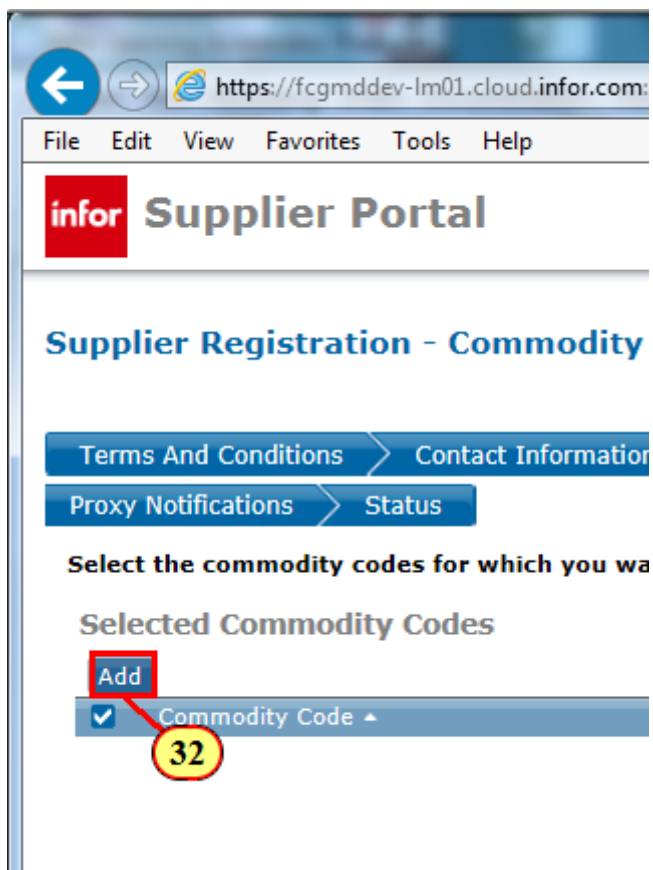
Add

Commodity Code	Description
No data available	

Back Continue Cancel



## Select Commodity Codes



infor Supplier Portal

Supplier Registration - Commodity

Terms And Conditions > Contact Information  
Proxy Notifications > Status

Select the commodity codes for which you want to register

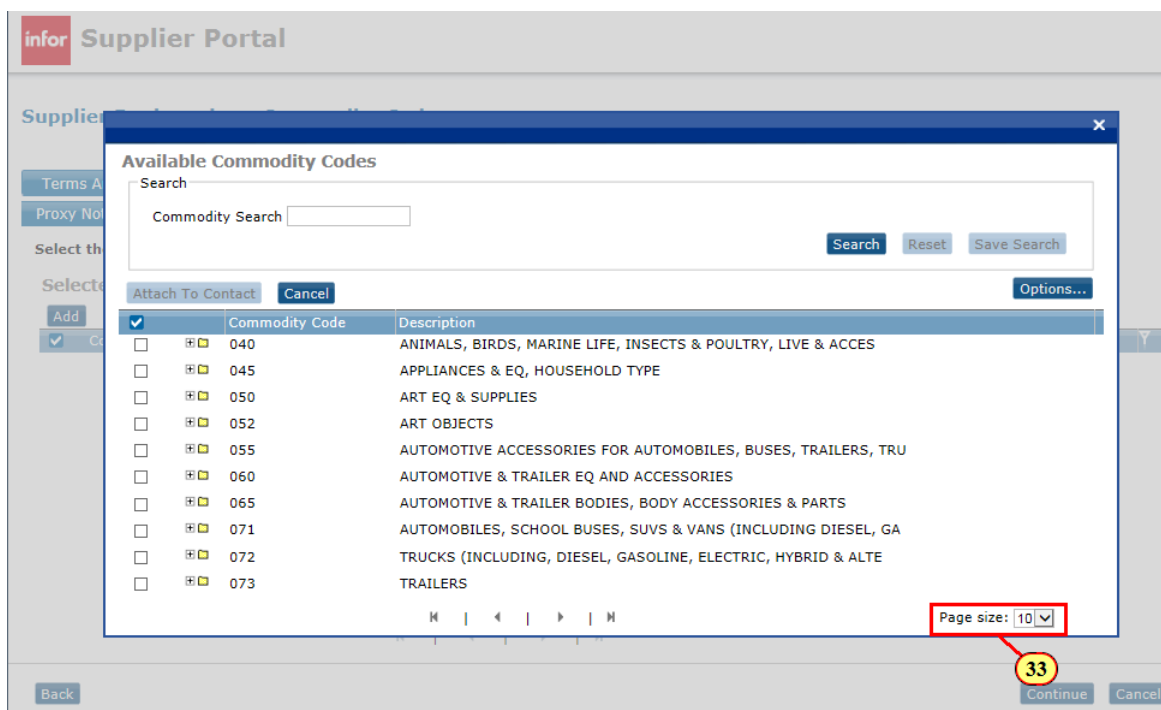
Selected Commodity Codes

Add

<input checked="" type="checkbox"/>	Commodity Code ▲
-------------------------------------	------------------

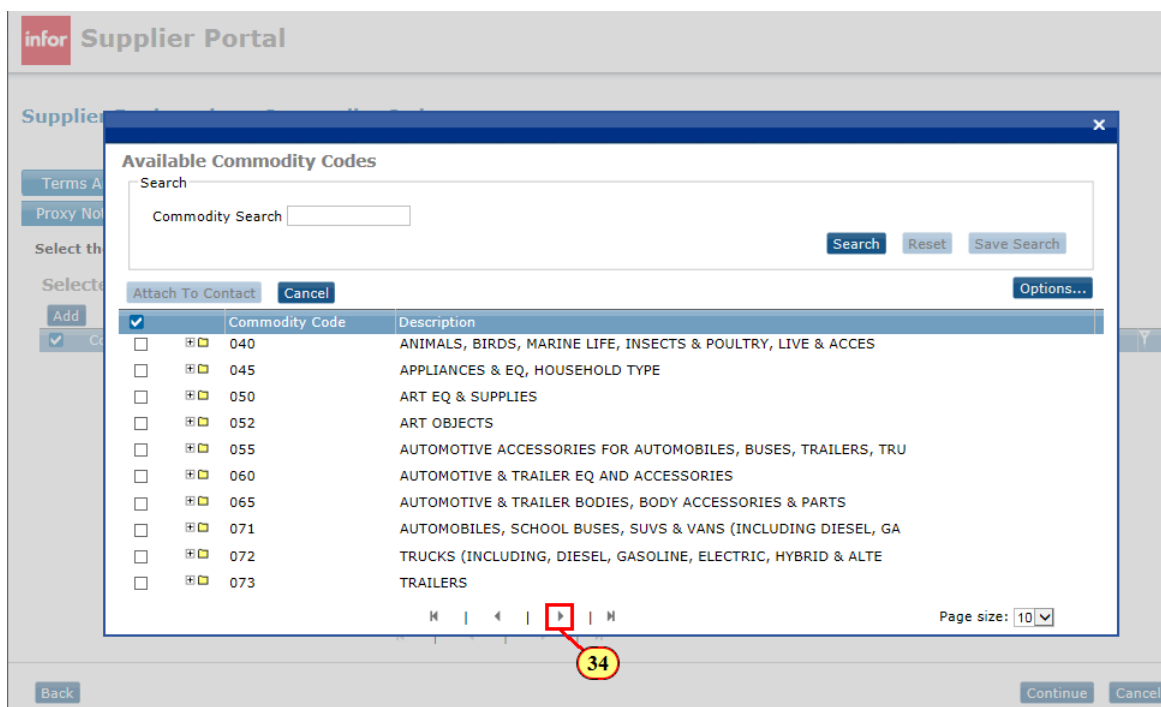
32

32. Click **Add**.



33. Click **Page Size** to view more than 10 at once.

**\*\*You can only add the codes that you are currently viewing. Flipping to the next page will unclick what came before it.**





34. Click **Next**.

Supplier Portal

Available Commodity Codes

Search

Commodity Search

Search Reset Save Search

Attach To Contact Cancel Options...

<input checked="" type="checkbox"/>	Commodity Code	Description
<input type="checkbox"/>	040	ANIMALS, BIRDS, MARINE LIFE, INSECTS & POULTRY, LIVE & ACCES
<input type="checkbox"/>	045	APPLIANCES & EQ, HOUSEHOLD TYPE
<input type="checkbox"/>	050	ART EQ & SUPPLIES
<input type="checkbox"/>	052	ART OBJECTS
<input type="checkbox"/>	055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRU
<input type="checkbox"/>	060	AUTOMOTIVE & TRAILER EQ AND ACCESSORIES
<input type="checkbox"/>	065	AUTOMOTIVE & TRAILER BODIES, BODY ACCESSORIES & PARTS
<input type="checkbox"/>	071	AUTOMOBILES, SCHOOL BUSES, SUVS & VANS (INCLUDING DIESEL, GA
<input type="checkbox"/>	072	TRUCKS (INCLUDING, DIESEL, GASOLINE, ELECTRIC, HYBRID & ALTE
<input type="checkbox"/>	073	TRAILERS

Page size: 10

35. Click the **Commodity Code** check box.

Supplier Portal

Available Commodity Codes

Search

Commodity Search

Search Reset Save Search

Attach To Contact Cancel Options...

<input checked="" type="checkbox"/>	Commodity Code	Description
<input type="checkbox"/>	040	ANIMALS, BIRDS, MARINE LIFE, INSECTS & POULTRY, LIVE & ACCES
<input type="checkbox"/>	045	APPLIANCES & EQ, HOUSEHOLD TYPE
<input type="checkbox"/>	050	ART EQ & SUPPLIES
<input type="checkbox"/>	052	ART OBJECTS
<input type="checkbox"/>	055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRU
<input type="checkbox"/>	060	AUTOMOTIVE & TRAILER EQ AND ACCESSORIES
<input type="checkbox"/>	065	AUTOMOTIVE & TRAILER BODIES, BODY ACCESSORIES & PARTS
<input type="checkbox"/>	071	AUTOMOBILES, SCHOOL BUSES, SUVS & VANS (INCLUDING DIESEL, GA
<input checked="" type="checkbox"/>	072	TRUCKS (INCLUDING, DIESEL, GASOLINE, ELECTRIC, HYBRID & ALTE
<input type="checkbox"/>	073	TRAILERS

Page size: 10

36. Click the **folder** .

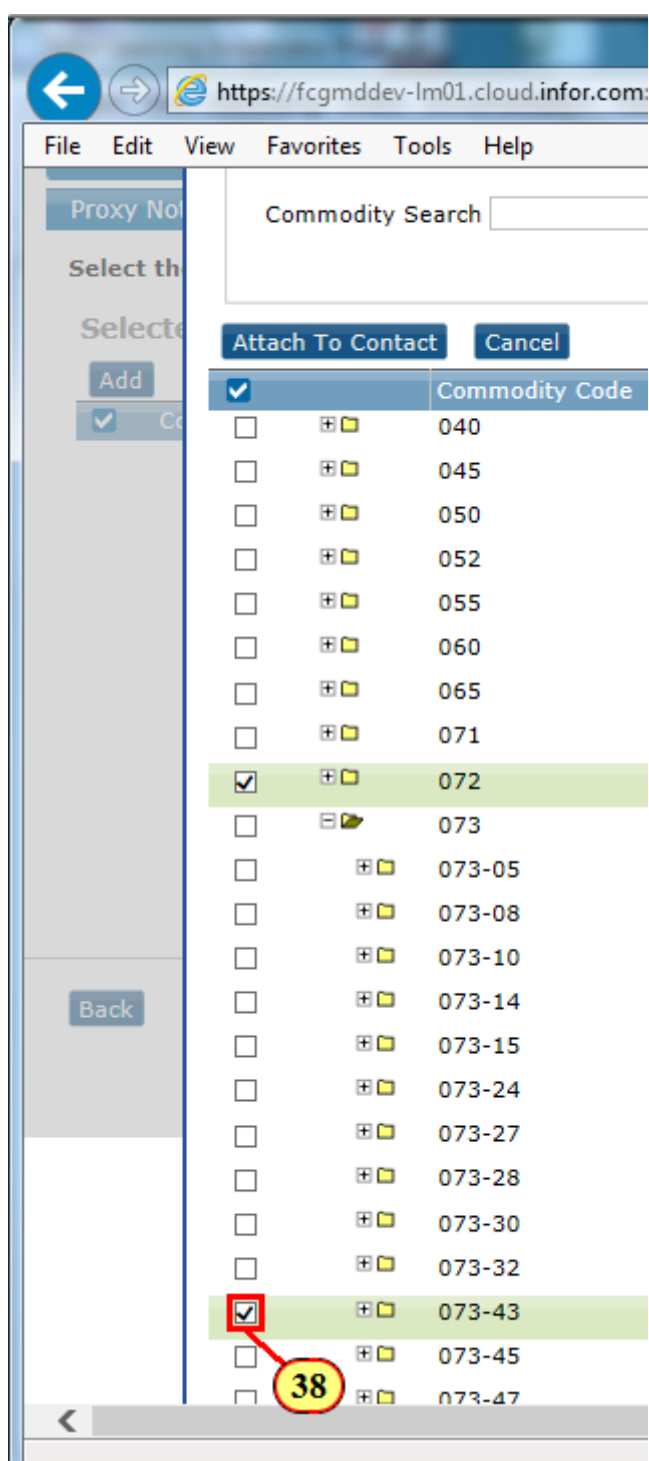




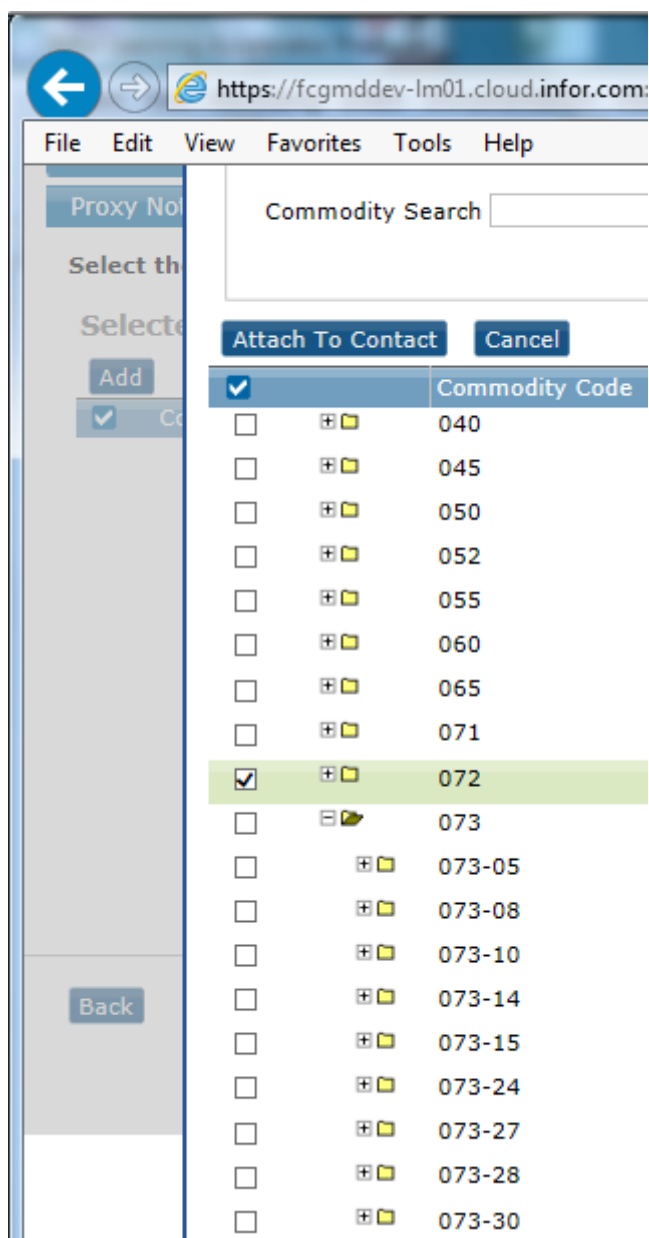
Commodity Search

<input checked="" type="checkbox"/>		Commodity Code	Description
<input type="checkbox"/>		040	ANIMALS, BIRDS, MARINE LIFE, INSECTS & POULTRY, LIVE & ACCES
<input type="checkbox"/>		045	APPLIANCES & EQ, HOUSEHOLD TYPE
<input type="checkbox"/>		050	ART EQ & SUPPLIES
<input type="checkbox"/>		052	ART OBJECTS
<input type="checkbox"/>		055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRU
<input type="checkbox"/>		060	AUTOMOTIVE & TRAILER EQ AND ACCESSORIES
<input type="checkbox"/>		065	AUTOMOTIVE & TRAILER BODIES, BODY ACCESSORIES & PARTS
<input type="checkbox"/>		071	AUTOMOBILES, SCHOOL BUSES, SUVs & VANS (INCLUDING DIESEL, GA
<input checked="" type="checkbox"/>		072	TRUCKS (INCLUDING, DIESEL, GASOLINE, ELECTRIC, HYBRID & ALTE
<input type="checkbox"/>		073	TRAILERS
<input type="checkbox"/>		073-05	TRAILERS, CARGO, ENCLOSED
<input type="checkbox"/>		073-08	TRAILERS, WITH ENCLOSED REFRIGERATION UNIT
<input type="checkbox"/>		073-10	TRAILERS, SEMI, ENCLOSED
<input type="checkbox"/>		073-14	TRAILERS, SPECIALTY, ENCLOSED, TAG-ALONG
<input type="checkbox"/>		073-15	TRAILERS, SPECIALTY, FRAME, TAG-ALONG
<input type="checkbox"/>		073-24	TRAILERS, TRANSPORT, DRY BULK
<input type="checkbox"/>		073-27	TRAILERS, TRANSPORT, EQ, FIXED DECK, TAG-ALONG
<input type="checkbox"/>		073-28	TRAILERS, TRANSPORT, EQ, TILT DECK, TAG-ALONG
<input type="checkbox"/>		073-30	TRAILERS, TRANSPORT, MACHINERY
<input type="checkbox"/>		073-32	TRAILERS, TRANSPORT, TANK
<input type="checkbox"/>		073-43	TRAILERS, UTILITY, ENCLOSED, TAG-ALONG
<input type="checkbox"/>		073-45	TRAILERS, UTILITY, FLATBED, TAG-ALONG
<input type="checkbox"/>		073-47	TRAILERS, UTILITY, GOOSENECK

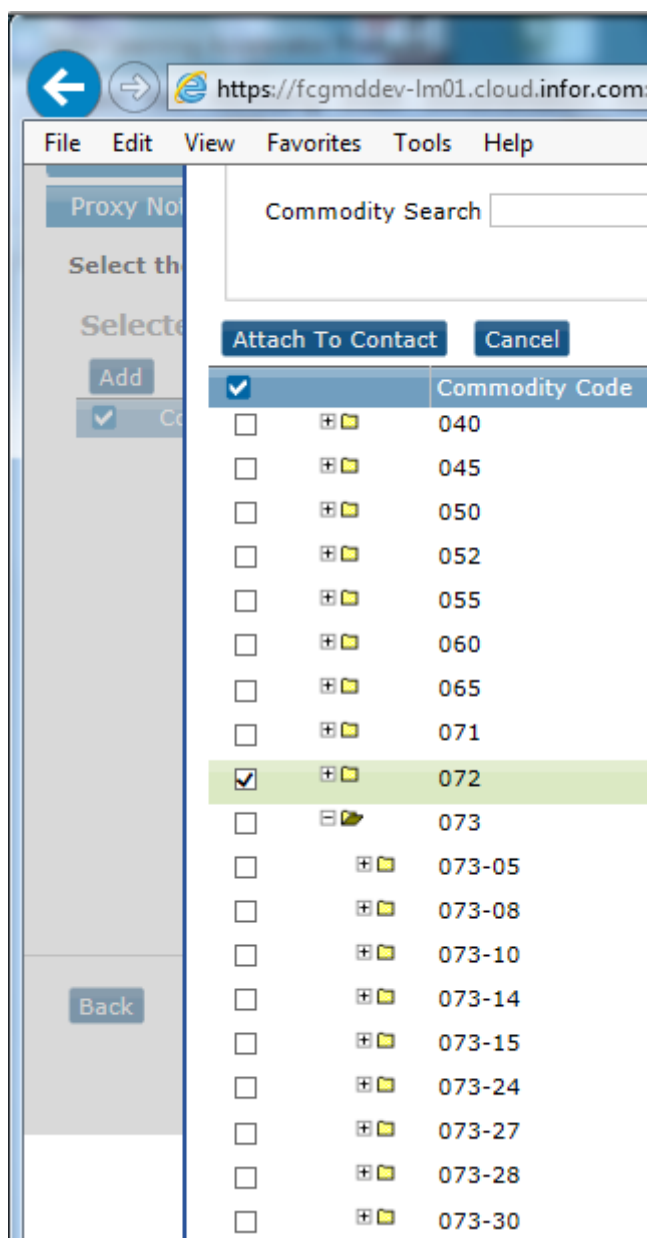
37. Click the **Commodity Code** check box .



38. Click the **Commodity Code** check box .



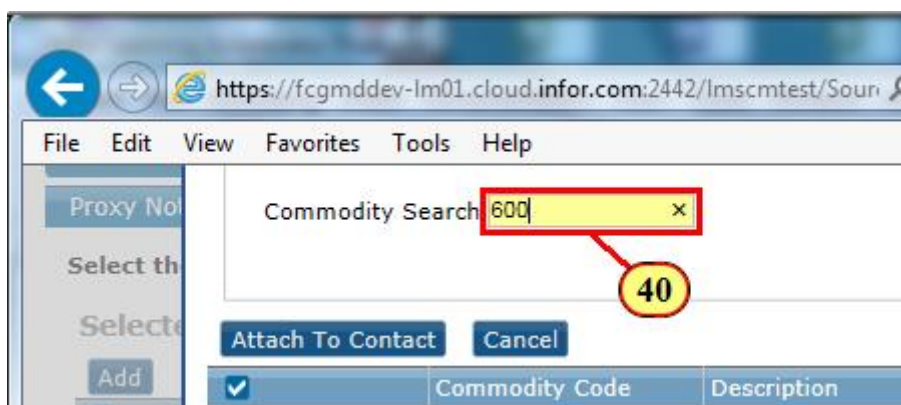
39. Click the **Commodity Code** check box .



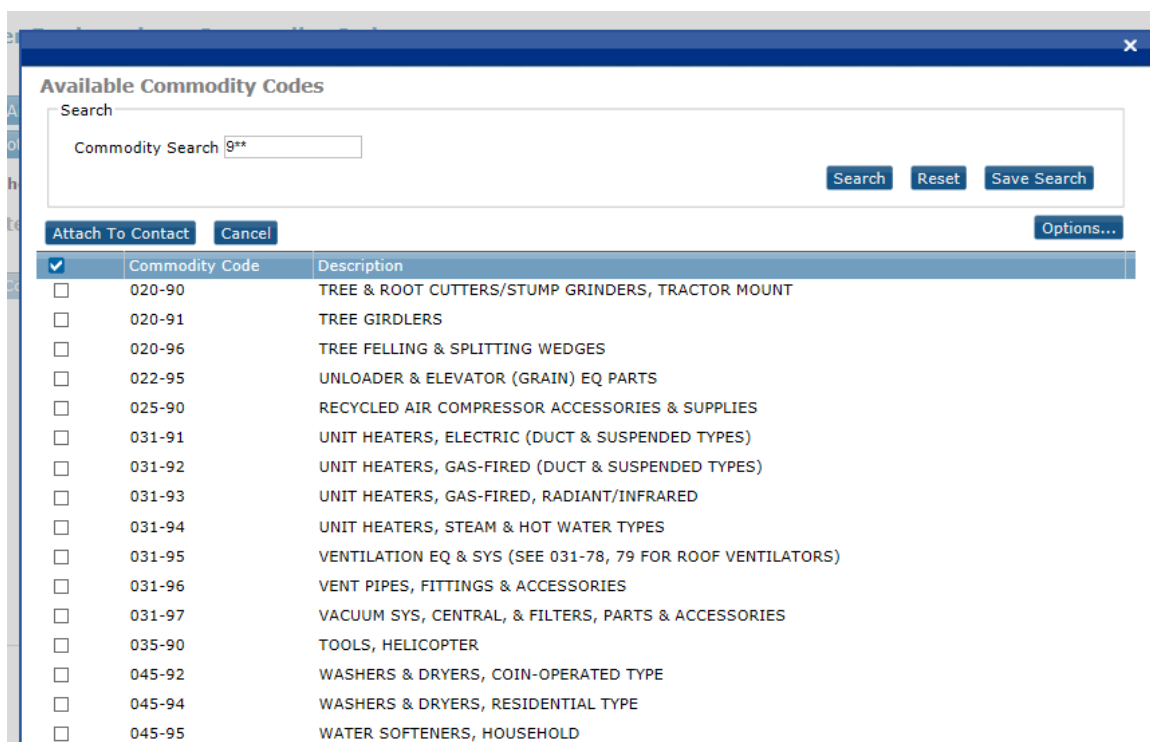
Only click a three digit code or a five digit code.

For example, I can click "073" or "073-32" but not both.

Clicking a three digit code selects all of the five digit codes in the folder.



40. Use the **Commodity Search** field to search for a commodity code.



41. Scroll down.



File	Edit	View	Favorites	Tools	Help
<input type="checkbox"/>		906-19	CONCRETE ARCHITECTURAL SVC		
<input type="checkbox"/>		906-22	CORROSION CONTROL; CATHODIC PROTECTION; ELECTROLYSIS		
<input type="checkbox"/>		906-24	DESALINIZATION (PROCESS & FACILITIES) - ARCHITECTURAL		
<input type="checkbox"/>		906-25	DESIGN BUILD SVC		
<input type="checkbox"/>		906-26	ELECTRONICS - ARCHITECTURAL SVC		
<input type="checkbox"/>		906-27	ENERGY MGMT - ARCHITECTURAL		
<input type="checkbox"/>		906-28	ENERGY CONSERVATION; NEW ENERGY SOURCES (SOLAR)		
<input type="checkbox"/>		906-29	ENVIRONMENTAL - ARCHITECTURAL		
<input type="checkbox"/>		906-30	FIRE PROTECTION - ARCHITECTURAL SVC		
<input type="checkbox"/>		906-32	FISHERIES; FISH LADDERS - ARCHITECTURAL		
<input type="checkbox"/>		906-33	FORENSIC - ARCHITECTURAL		
<input checked="" type="checkbox"/>		906-34	FREIGHT HANDLING; MATERIALS HANDLING - ARCHITECTURAL		
<input type="checkbox"/>		906-36	GAS SYS (PROPANE, NATURAL) - ARCHITECTURAL		
<input type="checkbox"/>		906-38	GENERAL CONSTRUCTION - ARCHITECTURAL		
<input type="checkbox"/>		906-40	GRAPHIC DESIGN - ARCHITECTURAL		
<input type="checkbox"/>		906-42	HARBORS; JETTIES; PIERS; SHIP TERMINAL FACILITIES		
<input type="checkbox"/>		906-44	HEAT; VENTILATING; A/C - ARCHITECTURAL SVC		
<input type="checkbox"/>		906-46	HIGHWAYS; STREETS; AIRPORT PAY-PARKING LOTS - ARCHITECTURAL		
<input type="checkbox"/>		906-48	HISTORICAL PRESERVATION		
<input type="checkbox"/>		906-50	INDUSTRIAL PROCESSES; QUALITY CONTROL		
<input type="checkbox"/>		906-52	INTERIOR DESIGN, SPACE PLANNING & EXHIBITS/DISPLAYS		
<input type="checkbox"/>		906-54	IRRIGATION; DRAINAGE; FLOOD CONTROL - ARCHITECTURAL		
<input type="checkbox"/>		906-56	LANDSCAPE ARCHITECTURE		
<input type="checkbox"/>		906-57	LAND DEVELOPMENT & PLANNING - ARCHITECTURAL		
<input type="checkbox"/>		906-58	LIGHTING (INTERIOR, EXTERIOR) - ARCHITECTURAL SVC		
<input type="checkbox"/>		906-60	MINING & MINERALOGY - ARCHITECTURAL		
<input type="checkbox"/>		906-61	MODELS OF LAYOUTS & BUILDINGS TO SCALE, ARCHITECTURAL		
<input type="checkbox"/>		906-62	PETROLEUM & FUEL (STORAGE & DISTRIBUTION) - ARCHITECTURAL		

## 42. Click the **Commodity Code** check box .

File	Edit	View	Favorites	Tools	Help
<input type="checkbox"/>		906-19	CONCRETE ARCHITECTURAL SVC		
<input type="checkbox"/>		906-22	CORROSION CONTROL; CATHODIC PROTECTION; ELECTROLYSIS		
<input type="checkbox"/>		906-24	DESALINIZATION (PROCESS & FACILITIES) - ARCHITECTURAL		
<input type="checkbox"/>		906-25	DESIGN BUILD SVC		
<input type="checkbox"/>		906-26	ELECTRONICS - ARCHITECTURAL SVC		
<input type="checkbox"/>		906-27	ENERGY MGMT - ARCHITECTURAL		
<input type="checkbox"/>		906-28	ENERGY CONSERVATION; NEW ENERGY SOURCES (SOLAR)		
<input type="checkbox"/>		906-29	ENVIRONMENTAL - ARCHITECTURAL		
<input type="checkbox"/>		906-30	FIRE PROTECTION - ARCHITECTURAL SVC		
<input type="checkbox"/>		906-32	FISHERIES; FISH LADDERS - ARCHITECTURAL		
<input type="checkbox"/>		906-33	FORENSIC - ARCHITECTURAL		
<input checked="" type="checkbox"/>		906-34	FREIGHT HANDLING; MATERIALS HANDLING - ARCHITECTURAL		
<input type="checkbox"/>		906-36	GAS SYS (PROPANE, NATURAL) - ARCHITECTURAL		
<input type="checkbox"/>		906-38	GENERAL CONSTRUCTION - ARCHITECTURAL		
<input type="checkbox"/>		906-40	GRAPHIC DESIGN - ARCHITECTURAL		
<input type="checkbox"/>		906-42	HARBORS; JETTIES; PIERS; SHIP TERMINAL FACILITIES		
<input type="checkbox"/>		906-44	HEAT; VENTILATING; A/C - ARCHITECTURAL SVC		
<input checked="" type="checkbox"/>		906-46	HIGHWAYS; STREETS; AIRPORT PAY-PARKING LOTS - ARCHITECTURAL		
<input type="checkbox"/>		906-48	HISTORICAL PRESERVATION		
<input type="checkbox"/>		906-50	INDUSTRIAL PROCESSES; QUALITY CONTROL		
<input type="checkbox"/>		906-52	INTERIOR DESIGN, SPACE PLANNING & EXHIBITS/DISPLAYS		
<input type="checkbox"/>		906-54	IRRIGATION; DRAINAGE; FLOOD CONTROL - ARCHITECTURAL		
<input type="checkbox"/>		906-56	LANDSCAPE ARCHITECTURE		
<input type="checkbox"/>		906-57	LAND DEVELOPMENT & PLANNING - ARCHITECTURAL		
<input type="checkbox"/>		906-58	LIGHTING (INTERIOR, EXTERIOR) - ARCHITECTURAL SVC		
<input type="checkbox"/>		906-60	MINING & MINERALOGY - ARCHITECTURAL		
<input type="checkbox"/>		906-61	MODELS OF LAYOUTS & BUILDINGS TO SCALE, ARCHITECTURAL		
<input type="checkbox"/>		906-62	PETROLEUM & FUEL (STORAGE & DISTRIBUTION) - ARCHITECTURAL		



### 43. Click the **Commodity Code** check box .

File	Edit	View	Favorites	Tools	Help
<input type="checkbox"/>	906-19	CONCRETE ARCHITECTURAL SVC			
<input type="checkbox"/>	906-22	CORROSION CONTROL; CATHODIC PROTECTION; ELECTROLYSIS			
<input type="checkbox"/>	906-24	DESALINIZATION (PROCESS & FACILITIES) - ARCHITECTURAL			
<input type="checkbox"/>	906-25	DESIGN BUILD SVC			
<input type="checkbox"/>	906-26	ELECTRONICS - ARCHITECTURAL SVC			
<input type="checkbox"/>	906-27	ENERGY MGMT - ARCHITECTURAL			
<input type="checkbox"/>	906-28	ENERGY CONSERVATION; NEW ENERGY SOURCES (SOLAR)			
<input type="checkbox"/>	906-29	ENVIRONMENTAL - ARCHITECTURAL			
<input type="checkbox"/>	906-30	FIRE PROTECTION - ARCHITECTURAL SVC			
<input type="checkbox"/>	906-32	FISHERIES; FISH LADDERS - ARCHITECTURAL			
<input type="checkbox"/>	906-33	FORENSIC - ARCHITECTURAL			
<input checked="" type="checkbox"/>	906-34	FREIGHT HANDLING; MATERIALS HANDLING - ARCHITECTURAL			
<input type="checkbox"/>	906-36	GAS SYS (PROPANE, NATURAL) - ARCHITECTURAL			
<input type="checkbox"/>	906-38	GENERAL CONSTRUCTION - ARCHITECTURAL			
<input type="checkbox"/>	906-40	GRAPHIC DESIGN - ARCHITECTURAL			
<input type="checkbox"/>	906-42	HARBORS; JETTIES; PIERS; SHIP TERMINAL FACILITIES			
<input type="checkbox"/>	906-44	HEAT; VENTILATING; A/C - ARCHITECTURAL SVC			
<input checked="" type="checkbox"/>	906-46	HIGHWAYS; STREETS; AIRPORT PAY-PARKING LOTS - ARCHITECTURAL			
<input type="checkbox"/>	906-48	HISTORICAL PRESERVATION			
<input type="checkbox"/>	906-50	INDUSTRIAL PROCESSES; QUALITY CONTROL			
<input type="checkbox"/>	906-52	INTERIOR DESIGN, SPACE PLANNING & EXHIBITS/DISPLAYS			
<input type="checkbox"/>	906-54	IRRIGATION; DRAINAGE; FLOOD CONTROL - ARCHITECTURAL			
<input type="checkbox"/>	906-56	LANDSCAPE ARCHITECTURE			
<input type="checkbox"/>	906-57	LAND DEVELOPMENT & PLANNING - ARCHITECTURAL			
<input type="checkbox"/>	906-58	LIGHTING (INTERIOR, EXTERIOR) - ARCHITECTURAL SVC			
<input type="checkbox"/>	906-60	MINING & MINERALOGY - ARCHITECTURAL			
<input type="checkbox"/>	906-61	MODELS OF LAYOUTS & BUILDINGS TO SCALE, ARCHITECTURAL			
<input type="checkbox"/>	906-62	PETROLEUM & FUEL (STORAGE & DISTRIBUTION) - ARCHITECTURAL			

### 44. Click the **Commodity Code** check box .



File	Edit	View	Favorites	Tools	Help
<input type="checkbox"/>	906-19	CONCRETE ARCHITECTURAL SVC			
<input type="checkbox"/>	906-22	CORROSION CONTROL; CATHODIC PROTECTION; ELECTROLYSIS			
<input type="checkbox"/>	906-24	DESALINIZATION (PROCESS & FACILITIES) - ARCHITECTURAL			
<input type="checkbox"/>	906-25	DESIGN BUILD SVC			
<input type="checkbox"/>	906-26	ELECTRONICS - ARCHITECTURAL SVC			
<input type="checkbox"/>	906-27	ENERGY MGMT - ARCHITECTURAL			
<input type="checkbox"/>	906-28	ENERGY CONSERVATION; NEW ENERGY SOURCES (SOLAR)			
<input type="checkbox"/>	906-29	ENVIRONMENTAL - ARCHITECTURAL			
<input type="checkbox"/>	906-30	FIRE PROTECTION - ARCHITECTURAL SVC			
<input type="checkbox"/>	906-32	FISHERIES; FISH LADDERS - ARCHITECTURAL			
<input type="checkbox"/>	906-33	FORENSIC - ARCHITECTURAL			
<input checked="" type="checkbox"/>	906-34	FREIGHT HANDLING; MATERIALS HANDLING - ARCHITECTURAL			
<input type="checkbox"/>	906-36	GAS SYS (PROPANE, NATURAL) - ARCHITECTURAL			
<input type="checkbox"/>	906-38	GENERAL CONSTRUCTION - ARCHITECTURAL			
<input type="checkbox"/>	906-40	GRAPHIC DESIGN - ARCHITECTURAL			
<input type="checkbox"/>	906-42	HARBORS; JETTIES; PIERS; SHIP TERMINAL FACILITIES			
<input type="checkbox"/>	906-44	HEAT; VENTILATING; A/C - ARCHITECTURAL SVC			
<input checked="" type="checkbox"/>	906-46	HIGHWAYS; STREETS; AIRPORT PAY-PARKING LOTS - ARCHITECTURAL			
<input type="checkbox"/>	906-48	HISTORICAL PRESERVATION			
<input type="checkbox"/>	906-50	INDUSTRIAL PROCESSES; QUALITY CONTROL			
<input type="checkbox"/>	906-52	INTERIOR DESIGN, SPACE PLANNING & EXHIBITS/DISPLAYS			
<input type="checkbox"/>	906-54	IRRIGATION; DRAINAGE; FLOOD CONTROL - ARCHITECTURAL			
<input type="checkbox"/>	906-56	LANDSCAPE ARCHITECTURE			
<input type="checkbox"/>	906-57	LAND DEVELOPMENT & PLANNING - ARCHITECTURAL			
<input type="checkbox"/>	906-58	LIGHTING (INTERIOR, EXTERIOR) - ARCHITECTURAL SVC			
<input checked="" type="checkbox"/>	906-60	MINING & MINERALOGY - ARCHITECTURAL			
<input checked="" type="checkbox"/>	906-61	MODELS OF LAYOUTS & BUILDINGS TO SCALE, ARCHITECTURAL			
<input type="checkbox"/>	906-62	PETROLEUM & FUEL (STORAGE & DISTRIBUTION) - ARCHITECTURAL			

45. Click the **Commodity Code** check box .

Available Commodity Codes

Search

Commodity Search 9\*\*

SearchResetSave Search

Attach To ContactCancelOptions...

<input checked="" type="checkbox"/>	Commodity Code	Description
<input checked="" type="checkbox"/>	046	TREE & ROOT CUTTERS/STUMP GRINDERS, TRACTOR MOUNT
<input type="checkbox"/>	020-91	TREE GIRDERS
<input type="checkbox"/>	020-96	TREE FELLING & SPLITTING WEDGES
<input type="checkbox"/>	022-95	UNLOADER & ELEVATOR (GRAIN) EQ PARTS
<input type="checkbox"/>	025-90	RECYCLED AIR COMPRESSOR ACCESSORIES & SUPPLIES
<input type="checkbox"/>	031-91	UNIT HEATERS, ELECTRIC (DUCT & SUSPENDED TYPES)
<input type="checkbox"/>	031-92	UNIT HEATERS, GAS-FIRED (DUCT & SUSPENDED TYPES)
<input type="checkbox"/>	031-93	UNIT HEATERS, GAS-FIRED, RADIANT/INFRARED
<input type="checkbox"/>	031-94	UNIT HEATERS, STEAM & HOT WATER TYPES
<input type="checkbox"/>	031-95	VENTILATION EQ & SYS (SEE 031-78, 79 FOR ROOF VENTILATORS)
<input type="checkbox"/>	031-96	VENT PIPES, FITTINGS & ACCESSORIES
<input type="checkbox"/>	031-97	VACUUM SYS, CENTRAL, & FILTERS, PARTS & ACCESSORIES
<input type="checkbox"/>	035-90	TOOLS, HELICOPTER
<input type="checkbox"/>	045-92	WASHERS & DRYERS, COIN-OPERATED TYPE
<input type="checkbox"/>	045-94	WASHERS & DRYERS, RESIDENTIAL TYPE
<input type="checkbox"/>	045-95	WATER SOFTENERS. HOUSEHOLD

46. Click **Attach To Contact**.





Supplier Registration - Commodity Codes

The following action 'Attach To Contact' completed

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes

Proxy Notifications > Status

Select the commodity codes for which you want to get future bid notifications.

Selected Commodity Codes

Actions	Commodity Code	Description
<input checked="" type="checkbox"/>	906-34	FREIGHT HANDLING; MATERIALS HANDLING - ARCHITECTURAL
<input type="checkbox"/>	906-46	HIGHWAYS; STREETS; AIRPORT PAY-PARKING LOTS - ARCHITECTURAL
<input type="checkbox"/>	906-60	MINING & MINERALOGY - ARCHITECTURAL
<input type="checkbox"/>	906-61	MODELS OF LAYOUTS & BUILDINGS TO SCALE, ARCHITECTURAL

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Back Continue Cancel

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47. Click **Continue**.

Supplier Registration - Proxy Notifications

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes

Proxy Notifications > Status


Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

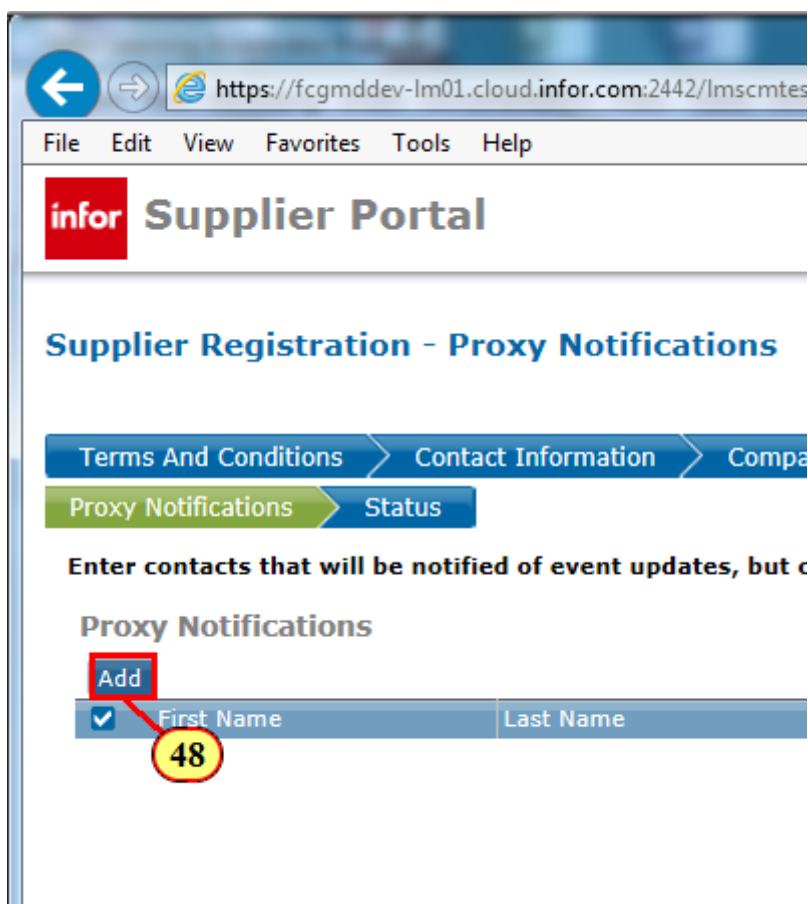
Proxy Notifications

Add

First Name	Last Name	Email Address	Receive Notifications?
No data available			

Back Continue Cancel

 Add Proxy Notifications



https://fcgmddev-lm01.cloud.infor.com:2442/lmscmtes

File Edit View Favorites Tools Help

**infor Supplier Portal**

### Supplier Registration - Proxy Notifications

Terms And Conditions > Contact Information > Company Information > Proxy Notifications > Status

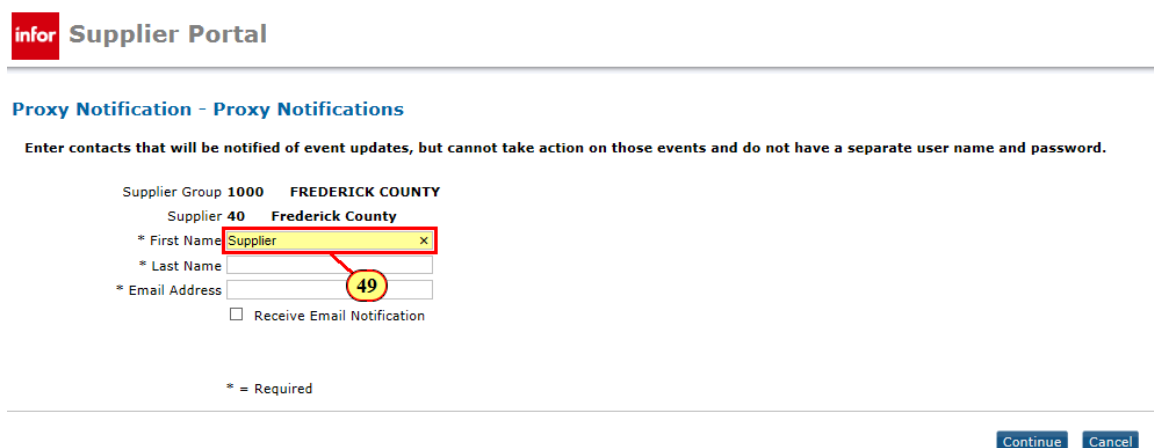
Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

#### Proxy Notifications

**Add**

✓	First Name	Last Name

48. Click **Add**.



**infor Supplier Portal**

#### Proxy Notification - Proxy Notifications

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Supplier Group **1000** **FREDERICK COUNTY**  
Supplier **40** **Frederick County**

\* First Name

\* Last Name

\* Email Address

☐ Receive Email Notification

\* = Required

**Continue** **Cancel**

49. Enter the **First Name** .



## infor Supplier Portal

### Proxy Notification - Proxy Notifications

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Supplier Group **1000** **FREDERICK COUNTY**  
Supplier **40** **Frederick County**  
\* First Name  x  
\* Last Name  x  
\* Email Address  x  
☐ Receive Email Notification

\* = Required

Continue Cancel

## 50. Enter the Last Name .

## infor Supplier Portal

### Proxy Notification - Proxy Notifications

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Supplier Group **1000** **FREDERICK COUNTY**  
Supplier **40** **Frederick County**  
\* First Name  x  
\* Last Name  x  
\* Email Address  x  
☐ Receive Email Notification

\* = Required

Continue Cancel

## 51. Enter the Email Address.

https://fcgmddev-lm01.cloud.infor.com:2442/lmsctest/Soun... Proxy Notification - Proxy ...

File Edit View Favorites Tools Help

## infor Supplier Portal

### Proxy Notification - Proxy Notifications

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Supplier Group **1000** **FREDERICK COUNTY**  
Supplier **40** **Frederick County**  
\* First Name  x  
\* Last Name  x  
\* Email Address  x  
☐ Receive Email Notification

\* = Required

Continue Cancel



## 52. Click **Continue**.

Supplier Registration - Proxy Notifications

Supplier Source Notify Group Created

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications > Status

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Proxy Notifications

Actions	First Name	Last Name	Email Address	Receive Notifications?
<input checked="" type="checkbox"/>	Supplier	Proxy	Proxy@frederickcountymd.gov	<input checked="" type="checkbox"/>

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Back Continue Cancel

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## 53. Click **Continue**.

Supplier Registration - Status

Status

Registration status: Complete

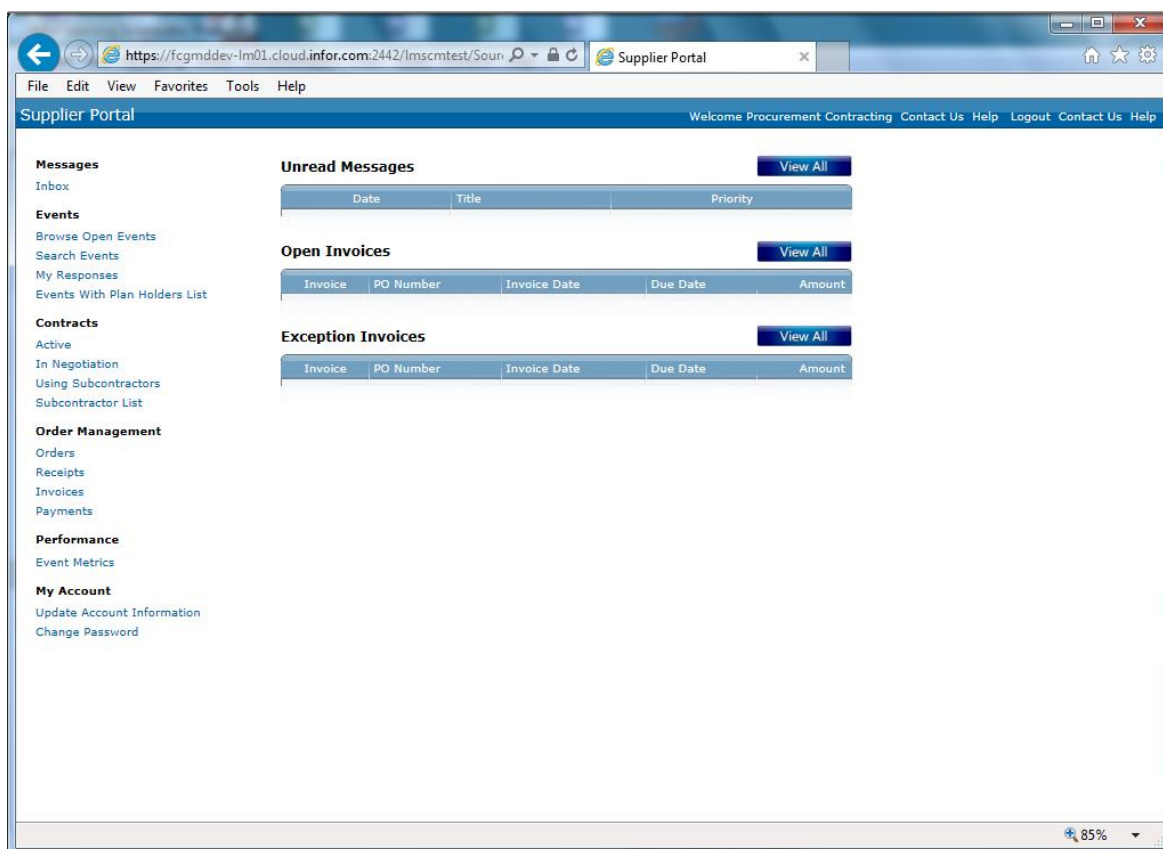
Congratulations! Your account has been set up and you will now receive email notifications of events related to the commodity codes for which you registered. You can respond to those events through this account.

Supplier Number Is: 40

Back Done

54

## 54. Click **Done**.



This topic has demonstrated how to register as a supplier on Supplier Portal.